



Franklin County
Department of Job & Family Services
1721 Northland Park Ave.
Columbus, Ohio 43229

J O B A N N O U N C E M E N T

POSITION TITLE: Customer Support Specialist **PCN:** 106028
(Bargaining)

DEPARTMENT/Location: East Opportunity Center **P. R.:** O3

REPORTS TO: Case Manager Supervisor

RESPONSIBILITIES: Assist customers by providing appropriate verifications to help in determining eligibility for services. Refer customers to other service agencies as needed. Assist customers with locating a child care provider, cancel and reschedule appointments for case managers. Maintain unit control logs for walk-in intakes. Fill in statistics for unit reports. Complete mailings for W-4 alerts, child care reapplications, and other mailings. Follow-up on child care re-determination packages; propose termination and terminate when no response is received. Maintain supplies for use by unit staff. Collate packages related to application/reapplication of all programs. Mail packages and related material. Stamp, sort and distribute mail as needed.

MINIMUM QUALIFICATIONS: A high school diploma or GED is required; supplemented by six (6) months in customer service, office or clerical work experience; or any equivalent combination of training and experience.

STARTING SALARY: \$ 11.64 per hour. 180 day probationary period.
Plus a Comprehensive Benefits Package

DATE POSTED: Thursday, February 12, 2015

DEADLINE TO APPLY FOR INTERNAL APPLICANTS: Wednesday, February 18, 2015

DEADLINE TO APPLY FOR EXTERNAL APPLICANTS: Wednesday, February 25, 2015

If interested, please go to www.franklincountyohio.gov/Commissioners/hr and apply on-line.

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